

**BY ORDER OF THE COMMANDER
LOS ANGELES AIR FORCE BASE**



AIR FORCE INSTRUCTION 33-360

**LOS ANGELES AIR FORCE BASE
SUPPLEMENT**

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Communications and Information

***PUBLICATIONS AND FORMS
MANAGEMENT***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available for downloading or ordering on the e-publishing website at www.e-publishing.af.mil.

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This supplement implements and extends the guidance of Air Force Instruction 33-360, *Publications and Forms Management* and provides guidance and procedures on creating, managing, and disseminating directive and nondirective publications and forms. It applies to individuals at all levels who prepare, manage, review, certify, approve, disseminate and/or use official Air Force publications and forms for Los Angeles Air Force Base (LAAFB) and geographically separated units attached to LAAFB. Refer recommended changes and questions about the publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF 847s from the field through base level OPR. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AF Manual 33-363, Management of Records and disposed of in accordance with the Air Force Records Information Management Systems (AFRIMS), Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cmf>.

SUMMARY OF CHANGES

This publication is updated to reflect changes in guidance and procedures dealing with the AF Publications/Forms Program. Units will forward Publication/Form Manager appointment letters to 61 CS/SCOKE. The signature block on all Space and Missile Systems Center (SMC)

Publications (SMCIs, SMC Sups, etc.) and new Los Angeles Air Force Base (LAAFB) Publications will be that of the SMC/CC. The approving authority for revised LAAFB Publications is 61 ABG/CC. When the Office of Primary Responsibility (OPR) for a SMC or LAAFB Publication has not completed a review or provided a revision within the allotted timeframe, 61 CS/SCOKE will initiate rescission and removal of the publication from the e-Publishing website. This action is required to maintain integrity of the AF Publishing Website. 61 CS/SCOKE will prepare a Memorandum for Record to be included in the official record set. OPRs for Unit Operating Instructions will obtain additional mandatory coordination.

1.2.3.1. Base organizations will send copies of unit publications/forms manager memorandum to 61 CS/SCOKE; include name, grade, organization and functional address symbol, telephone number and e-mail address.

1.2.4. The Base Publications/Forms Management Office (61 CS/SCOKE) maintains the official record sets for SMC Publications and Los Angeles Air Force Base Publications. Unit Publications/Forms Managers will maintain Operating Instructions and Office Forms they publish. The base publications manager provides guidance and assistance to the unit publications managers. To get documents published, the (OPR) must provide all the required documentation for the record sets, to include: an electronic copy (Microsoft Word document) of the draft, completed AF Form 673, any comments received during coordination with proof of their resolution, and any other supporting documentation. Only SMC Publications and LAAFB Publications will be published on the AF publications website.

1.2.6. For SMC Publications and forms the certifying authority is the 2-letter directorate chief. For new LAAFB Publications the certifying authority is 61 ABG/CC. For revised LAAFB Publications the certifying authority is the 2-letter squadron commander/director.

1.2.7.1. For new SMC and LAAFB Publications and forms the approving authority is SMC/CC.

1.2.7.1.4. For revised SMC Publications and forms the approving authority has been delegated to SMC/CV and SMC/CD. For revised LAAFB Publications and forms the approving authority is 61 ABG/CC. Approving authority for revised LAAFB Publications and forms will not be further delegated. The signature block on the publication will remain that of the original approving authority (SMC/CC).

1.2.8.1. Mandatory coordination for SMC and Los Angeles Air Force Base publications is as follows: SMC/ENP (Foreign Disclosure Office), SMC/ENP (Operations Security (OPSEC)), SMC/PA (Public Affairs Office), SMC/JA (Staff Judge Advocate), SMC/PKX (FOIA/Privacy Act), 61 CS/SCOKE (Base Records Manager), 61 CS/SCOKE (Pubs Manager), and any office having technical or functional interest in the content of the publication. For unit operating instructions the same coordination is accomplished at the unit level by the OPR. It is the unit publication manager's responsibility to ensure coordination is accomplished. For example, Unit Foreign Disclosure Officer, Unit OPSEC, Unit FOIA/Privacy Act Monitor, and Unit Functional Area Records Manager (FARM). If your unit does not have any of the above assigned you may contact the base representative to coordinate on your operating instruction.

*2.22.3.. SMC and LAAFB Publications, and Unit Operating Instructions are reviewed every two years, using AF Form 673, in the anniversary month of the publication. The OPR will have a suspense date of 15 workdays to complete AF Form 673 to indicate status of their publication/form. If the suspense is not met, the OPR will receive a second notice via email that the Publications Manager will initiate rescission of their publication within 5 workdays without further notice. If the OPR indicates a revision of a publication is necessary, the revised publication must be submitted to 61 CS/SCOKE within 180 days from the date of the AF Form

673 response. If indicated and a revision is not received within 60 days prior to the 180 day requirement date, the Publications Manager will send an email reminder to the OPR of the date their publication is due. If still no response, a second reminder will be sent 30 days prior to the 180 day requirement date. If still no response, a Final Notice will be sent on or about the 180 day due date to notify the OPR that the Publications Manager will initiate rescission of their publication within 5 workdays without further notice.

2.22.4. When an OPR transfers responsibility for a publication, it must obtain concurrence, in writing from the new OPR. Forward a copy through the appropriate chain of command to 61 CS/SCOKE, Base Publication Management office. Use AF Form 673 to change office symbols. This information is kept with the record set of the corresponding publication(s).

2.29.1. If the OPR indicates that a rescission of a publication is appropriate, 61 CS/SCOKE will initiate an AF Form 673 for rescind action. The rescission authority is the same as the approving authority. OPR must coordinate recession in accordance with AFI 33-360, Table 2.3.

Technical/Functional Coordinators.

3.1.61 CS/SCOKE, Base Publications/Forms Manager is the liaison between local OPRs and the Air Force Departmental Publishing Office and the Air Force Network Integration Center.

3.2.61 CS/SCOKE manages SMC and Los Angeles AFB forms. Unit forms will be managed by each unit publications/forms manager.

3.5. New SMC forms along with prescribing publications must be published and distributed simultaneously. When prescribing SMC forms, you must submit draft copy of the form along with an AF Form 673 to the Base Forms Manager, 61 CS/SCOKE.

3.12.1. Forms will be reviewed every two years along with the prescribing publication. OPRs will be asked to provide the form status on the AF Form 673 generated by 61 CS/SCOKE. Both the OPR and certifying authority must sign the AF Form 673.

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